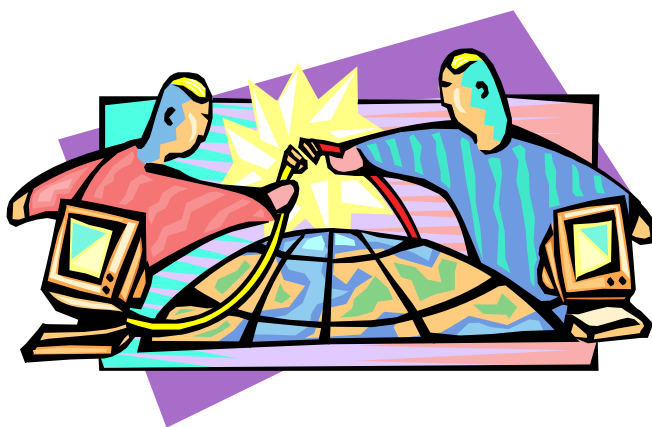


ELECTRONIC CASE FILING CM/ECF



User Manual

District of Utah

Rev. June 29, 2006

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Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Help Desk

You may contact the PACER Help Desk in San Antonio, Texas during the hours 8:00 am – 5:00 pm Monday – Friday CST. You may also contact the Court's Help Desk in Salt Lake City between the hours of 9:00 A.M. and 4:30 P. M. MST, Monday through Friday, except holidays, if you need assistance using ECF.

PACER Help Desk

(800) 676-6856

Help Desk in the Clerk's Office - Salt Lake City (801) 524-3248

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Internet browser software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Self-train on a web-based ECF Tutorial
- Practice entering pleadings and other documents into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and other documents in actual ("live") cases
- View official docket sheets and documents associated with cases

-
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

You will need the following hardware and software to electronically file, view and retrieve case documents:

- **COMPUTER:** A computer running a standard platform such as Windows 98, 2000, NT, XP or Macintosh.
- **INTERNET ACCESS:** A standard internet connection – dial-up or high-speed.
- **EMAIL ACCOUNT:** An internet accessible email account.
- **INTERNET BROWSER:** For security purposes, electronic filing users should use Netscape Navigator version 7.x or higher, or Internet Explorer 6.0. See information at http://www.uscourts.gov/cmecf/cmecf_faqs.html#5
- **PDF DOCUMENT SOFTWARE:** Document conversion software, such as Adobe Acrobat Writer, CutePDF or Fine Print pdfFactory, to convert documents from a word processing format to portable document format (PDF).
- **PDF READER:** Adobe Acrobat Reader or comparable. Comes with Adobe Acrobat Standard, otherwise can be downloaded for free from <http://www.adobe.com>.
- **DOCUMENT SCANNER:** A scanner to convert documents from paper format to electronic format if they are not available in your word processing system. Scanned documents result in a larger file size, and take much longer to transmit, slowing down the electronic filing and retrieval process. For that reason, the court is slowly phasing out the use of scanned documents and requests that you do the same when possible.

PACER Registration

All ECF users must have registered for a PACER account with the Court in order

to use the *Query* and *Report* features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. Registration is free of charge. To register, call the PACER Service Center at (800) 676-6856 or (210) 301-6440. You also may register online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

All ECF users also must register with the Clerk of Court. When you register, you will receive a personal login and password for the CM/ECF system. A registration form can be obtained on our web site at <http://www.utd.uscourts.gov/forms/EcfAttyReg.pdf> or by calling the Help Desk at 801-524-3248.

Completed and signed registration forms should be mailed to:

United States District Court
Office of the Clerk of Court
Attn: ECF Attorney Registration
150 U.S. Courthouse
350 South Main Street
Salt Lake City, UT 84101

Once an account has been established for you, the Clerk will send you a personal login and password via first-class USPS mail or by email. Please keep your login and password confidential. Under the Court's CM/ECF General Order, any document filed electronically using your login and password will be treated as an official court document filed under your signature. If you believe or suspect someone is using your login and password without your permission, you should change your password, and notify the Court's Help Desk (801) 524-3248 as quickly as possible.

Once you are registered, we recommend you set aside some time to familiarize yourself and practice with the CMECF system training database. It is accessible at this address: <https://ecf-train.utd.uscourts.gov> Experience in other districts has shown that users who practice using this training database before filing their first document in the Court's live ECF database enjoy much greater success and less aggravation.

Preparation

Portable Document Format (PDF)

All documents in the court's electronic file are in Portable Document Format (PDF). This format retains the pagination and other characteristics of documents so that their appearance does not vary from computer to computer. Viewing such documents you will need Adobe Acrobat Reader, on your PC. WordPerfect versions 9 and above have PDF creation capabilities built in, other word processing software may need Adobe Standard or other PDF creation software.

We urge you to take time to familiarize yourself with how to convert word processing documents into PDF format. **Once you have created the PDF document to file electronically with the court, you should carefully review it before you file it to ensure that it appears in its entirety and in the proper format.**

Setting Up the Acrobat PDF Reader

To view electronically filed documents in the CM/ECF system, you will need to install Adobe Acrobat Reader software on your PC. More information on PDF format is available on the Court's website. See <http://www.utd.uscourts.gov/cmecf/documents/ecfpage.html>

How to View a PDF File

- Double Click on the PDF file icon
- OR
- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is best suited for the document.

Setting Up PDF Document Converter

To convert documents to PDF format, which is the mandatory format for electronically filed documents in the cm/ecf system, you first must install PDF

conversion software on your PC.

You may use software such as Adobe Acrobat Writer, FinePrint PDF Factory or Cute PDF. WordPerfect versions 9 and higher have PDF conversion software built-in and can also be used to convert documents to PDF.

Preparation of a Word Processing Document

When preparing a word processing document for conversion to PDF format, for electronic filing, consider using a caption title for the document in a manner consistent with the standard naming that will be assigned as you enter it in the CM ECF system. For example, the following screen shows the modifiers, standard title and subsequent modifiers for a Motion for Preliminary Injunction.

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, and Utilities. Below this, the 'Motions' section is active, displaying the case number '8:00-cv-00101 Solich v. Stoops'. The 'Docket Text: Modify as Appropriate.' section shows a dropdown menu for selecting a motion type. The dropdown is open, showing options from 'First' to 'Interim'. 'Second' is currently selected. The text 'MOTION for Preliminary Injunction' is visible in the input field, followed by 'on behalf of Plaintiff Frank'.

If the title in the body of your word processing document is similar to the docket text that will be created, then the document will be easier to locate for those who search the docket.

Signatures; Affidavits of Service

Any document that requires (i) an original signature or (ii) either verification or an unsworn declaration under any rule or statute shall be filed electronically with an executed original maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/Jane Doe.”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

-
- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the original signatures of all parties on the document.
 - (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Doe,” etc.
 - (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures at least until the time for all appeals has expired.
 - (d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

Users may refer to the District of Utah Administrative Procedures Manual for further clarification.

How to Convert Documents to PDF Format

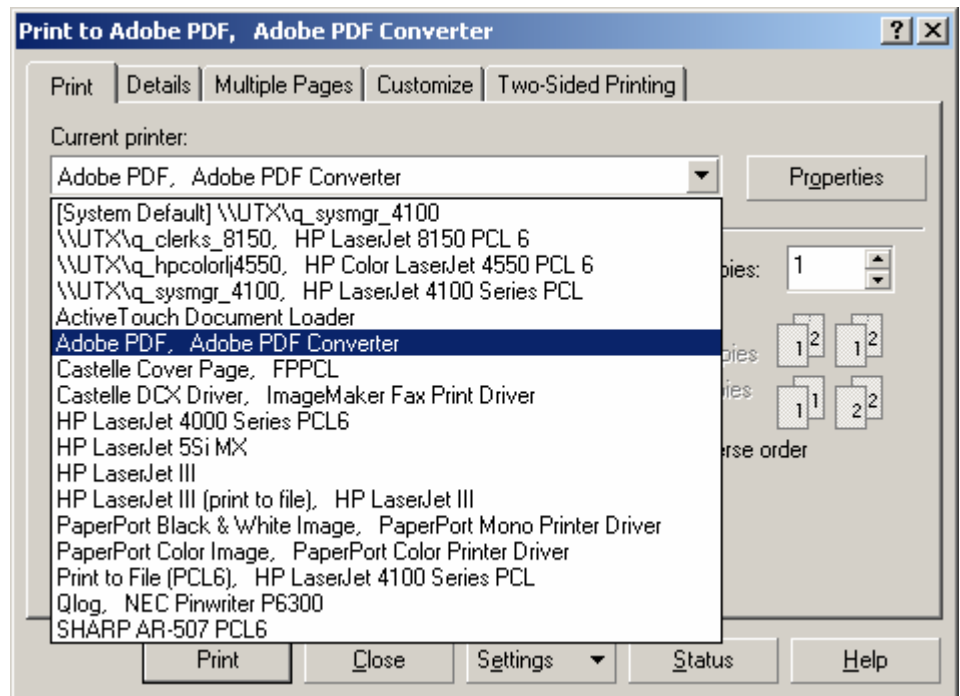
You must convert all of your documents to PDF format before submitting them to the Court’s Electronic Case Filing (ECF) system. The conversion process requires special PDF conversion software. There are two primary methods:

Method 1: Convert the document as text from a word processing program.

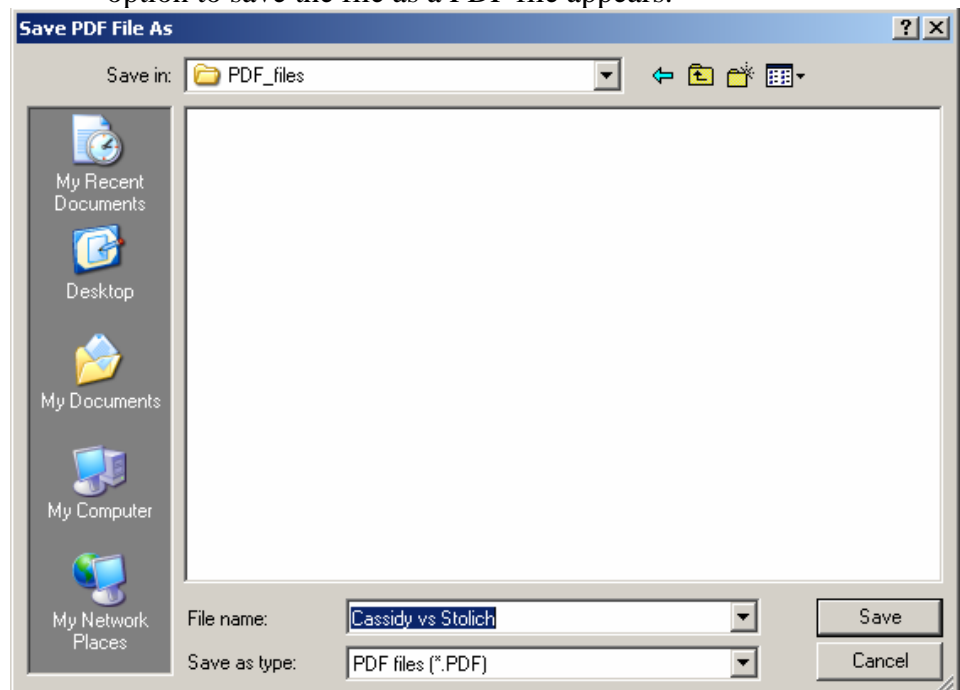
Method 2: Scan the document from paper using a scanner.

Method 1: Using any word processing program:

- Install PDF conversion software on your computer
- Open the document to be converted.
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A pull-down menu with a list of printer choices is displayed, as is illustrated in the following screen:



- Select **Adobe PDF (Writer)** or **FinePrint pdfFactory***
- “Print” the file. The file will not actually print out; instead the option to save the file as a PDF file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.

-
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter or your other PDF driver, and follow the directions above.

**You must have PDF creation software, such as Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

Method 2: Scan the Document from paper using a scanner

This method is not preferred for technical reasons explained in the PDF Issues paper on the court's web site at <http://www.utd.uscourts.gov/cmecf/documents/ecfpage.html>

- Using a scanner, scan the paper document.
- Convert the document to PDF format, and save to disk.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from i) posting the wrong PDF file to a docket entry; ii) selecting the wrong document type from the menu; or iii) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone:

Help Desk (801) 524-3248

as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password.

User Guide

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.utd.uscourts.gov> , when the court's web page opens, click on the **Electronic Case Filing** hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We urge you to practice this by going through the steps using the court's training data base before you try to actually file a document.

How to Access the System

Users can get into the system via the Internet by going to

<https://ecf.utd.uscourts.gov>

Or, you may go to the District of Utah's Web site at <http://www.utd.uscourts.gov> and click on the **Electronic Case Filing** hyperlink.

Click on **District of Utah-Document Filing System** to open the login screen and login to ECF.

Users can access the **Training Database** by going to

[**https://ecf-train.utd.uscourts.gov**](https://ecf-train.utd.uscourts.gov)

Logging In:

The next screen is the login screen.

ECF/PACER Login
Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.
In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.
Authentication
Login:
Password:
client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

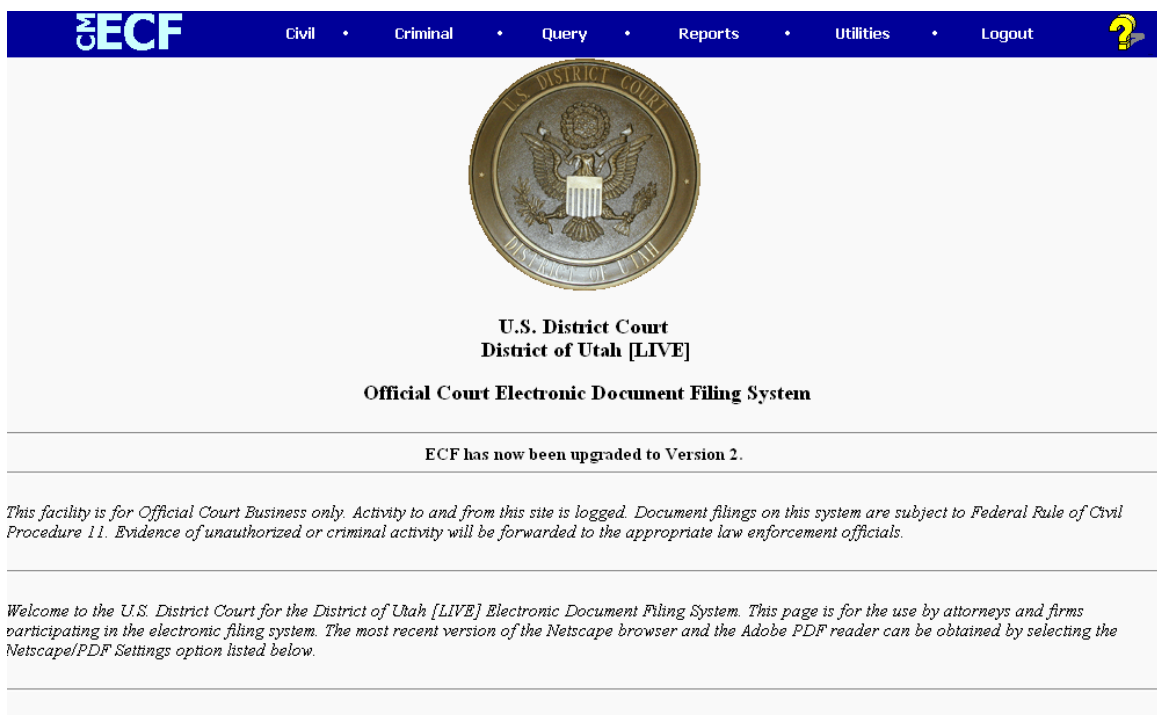
- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect



- Click on the **[Back]** button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or if you suspect an unauthorized party is using your login and password, please telephone the court's Help Desk (see p. 2) as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil-** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal-** Select **Criminal** to electronically file all criminal case pleadings, motions, and other documents.
- Query-** **Query** ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** View your personal ECF transaction log and mailing information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your

password until the next time you log in.




Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations


Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on your browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Filing a Civil Complaint

E-mail PDF versions of the Civil Cover Sheet and the Complaint or Initiating document, with the parties listed, to the following address: utdecf_clerk@utd.uscourts.gov

The e-mailed complaint is for information purposes only and will not be filed by the clerk's office. The complaint must be filed by counsel as later indicated.

New cases will be processed until 4:00 p.m. each day the court is open. New cases received after this time will be processed the following morning.

A case number and judge will be assigned to the case. The Clerk's office will enter the case information into CM/ECF and add the parties.

The Clerk's office will enter a "Remark - New Case" on the docket and a NEF will be e-mailed to counsel. The docket text will include the judge assigned to the case and direct counsel what CM/ECF filing event should be used to e-file the complaint or initiating

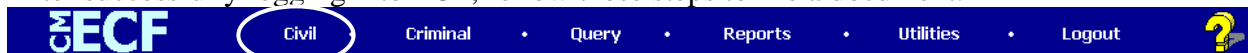
document and to pay the filing fee of \$350 by the end of the business day.

Filing Documents Electronically in Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary
- 7) Submit the document to ECF
- 8) Receive notification of electronic filing (the NEF)

After successfully logging into ECF, follow these steps to file a document.



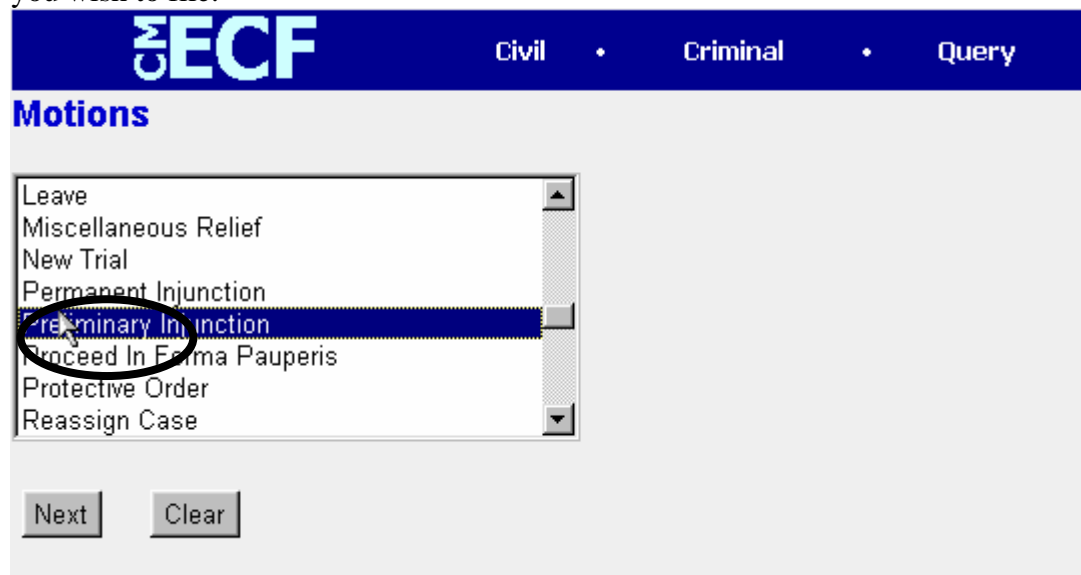
1. Select the type of document to file

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utah. Below the bar is a "Motions" heading. The main area contains a "Case Number" label above a text input field. The input field contains "10-101" and a yellow tooltip displays "99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345". Below the input field are "Next" and "Clear" buttons.

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the case number is correct, click on **Next**.

3. Designate the party(s) filing the document

The screenshot shows the ECF Motions screen at the party selection step. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, and Query. Below the bar is a "Motions" heading. The main area displays the case number "1:04-cv-00008-DAK-DON Grey v. Vanilla" as a blue hyperlink. Below this is the instruction "Select the filer." followed by "Select the Party:". A list box contains three entries: "Grey, Earl [Plaintiff]", "Strawberry, Sarah [Notice Party]", and "Vanilla, Vera [Defendant]". To the right of the list box is a blue hyperlink "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party in the group

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, you must file the document, via e-mail or in paper, with the court. Attorneys are not allowed to add parties to cases.

Linking Documents (Refer to existing event)

Some documents, such as Memoranda, Declarations, and Indexes to Exhibits, should be “linked” to their related documents in the case. This linking ensures that motions reports include all pertinent documents. When linking certain types of documents, you will see the following screen.

The screenshot shows the CM/ECF interface. At the top is a blue header with the CM/ECF logo and links for 'Civil' and 'Criminal'. Below the header, the page title is 'Other Documents'. A blue hyperlink reads '1:04-cv-00008-DAK-DON Grey v. Vanilla'. The main content area has a checkbox labeled 'Refer to existing event(s)?'. Below this checkbox are two rows of input fields. The first row is labeled 'Filed' and has two text boxes separated by the word 'to'. The second row is labeled 'Documents' and also has two text boxes separated by the word 'to'. At the bottom left of the form are two buttons: 'Next' and 'Clear'.

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” then click **[Next]**.

You also have the option of entering filed dates or document numbers if you would like to narrow your search.

Once you click **[Next]**, you are presented with a list of documents that match your search criteria. For this example Motions are the document type to which the current document should link.

ECF Civil • Criminal • Query • R

Other Documents

Select the appropriate event(s) to which your event relates:

- ☒ 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)
- ☐ 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Click the check-box for the document you wish to link to and click **[Next]**.

4. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from ECF.

ECF Civil • Criminal • Query •

Motions

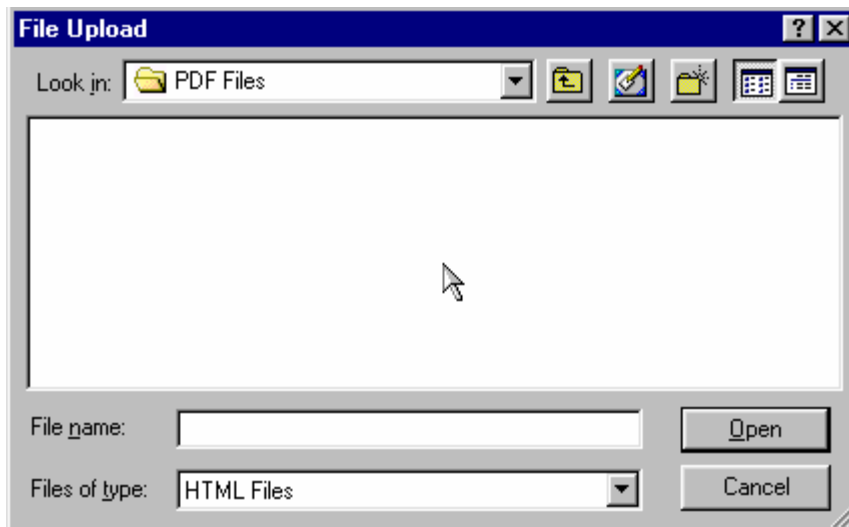
[8:00-cv-00101 Solich v. Stoops](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the following screen.



- Change the **Files of type** from:

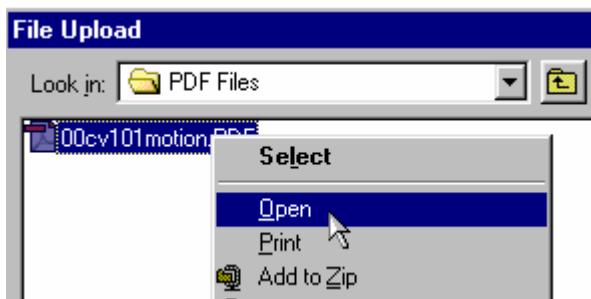


to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

Note: To verify that you have selected the correct document, right-mouse click on the highlighted file name to open a **quick menu** and left-mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

ECF Civil • Criminal • Query

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\My Documents\PDF Files\00cv101mo **Browse...**

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text**,” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

If you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

ECF Civil • Query • Reports • Utilities

Motions

[1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

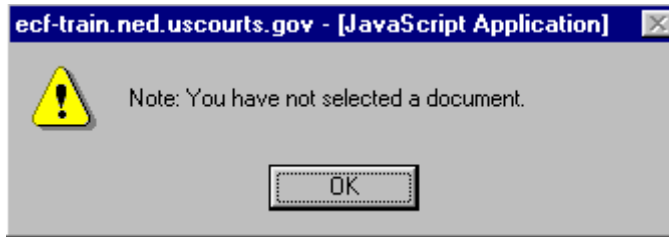
Back

- ECF will not permit you to select a file for your document that is not in PDF format.
- Click on the **[Back]** button, and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document and proceed as before.

Failure to Select a Document to File

If you fail to select a document data file to attach with your filing, ECF will display the

error message depicted below.



- If you click [OK] from the screen depicted above, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

5. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

A screenshot of the ECF Motions screen. The header shows the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The page title is "Motions" and the document identifier is "8:00-cv-00101 Solich v. Stoops". The instructions state: "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." Below this is a "Filename" label, a text input field, and a "Browse..." button. The next instruction is "2) At your option, select a document type and/or enter a description." followed by "Type" and "Description" labels, a dropdown menu, and a text input field. The final instruction is "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below this is a list box, "Add to List" and "Remove from List" buttons, and a "Next" button at the bottom left.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.
- Describe the attachment more fully by clicking in the **Description** box. Type a clear and concise description of the attachment.
- Click on [**Add to List**].

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text" value="Appendix"/>	<input type="text" value="Response to Request"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

ECF adds the selected document as an attachment to the main document. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

When attachments and exhibits are in paper format

If you have attachments and exhibits that (i) cannot be created and printed electronically to a PDF file and (ii) when scanned are greater than 2MB in size, you will have to submit them to the Clerk's Office in paper format. Present the entire document with attachments to the Clerk's Office for handling.

Note: For paper attachments of moderate length, you have the option of dividing them into two or more smaller attachments, then scanning and filing them electronically.

6. Modify docket text

ECF
Civil • Criminal • Query • Reports • Utilities •

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction

on behalf of Plaintiff Frank Solich (attorney2,)


Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a section titled "Motions" with a link to "2:04-cv-03104-DAK-DON ABC Funding v. XYZ Funding". The main area is labeled "Docket Text: Modify as Appropriate." It features a dropdown menu on the left with options: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Defendant's (highlighted), Emergency, Endorsed, Ex Parte, and Final. To the right of the dropdown is a text input field containing "MOTION for Preliminary Injunction" followed by " filed by Defendant XYZ". An arrow points from the text area below to this input field.

Click in the open text area to type additional text for the description of the pleading document. This field is limited to 255 characters. To the extent possible, the entire title of the document should be included here.

This screenshot shows the same ECF Motions interface, but the text input field now contains "MOTION for Preliminary Injunction to cease and desist" followed by " filed by Defendant XYZ". The dropdown menu is still set to "Defendant's". Below the text area are two buttons: "Next" and "Clear".

7. Submit the document.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the Netscape toolbar to find the screen you wish to alter.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[2:04-cv-03104-DAK-DON ABC Funding v. XYZ Funding](#)

Docket Text: Final Text
Defendant's MOTION for Preliminary Injunction *to cease and desist* filed by Defendant XYZ Investments. (Donnell, Bobby)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- Click on the **[Next]** button to file and docket the document.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. When you do so, ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.

US District Court
District of Utah [TEST]

Notice of Electronic Filing

The following transaction was received from Donnell, Bobby entered on 4/2/2004 at 4:24 PM CST and filed on 4/2/2004

Case Name: ABC Funding v. XYZ Funding
Case Number: 2:04-cv-3104
Filer: XYZ Investments
Document Number: 3

Docket Text:
Defendant's MOTION for Preliminary Injunction to *cease and desist* filed by Defendant XYZ Investments. (Donnell, Bobby)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060034973 [Date=4/2/2004] [FileNumber=53455-0] [13a3dc8f09080165b1ac36f4f9000bf1a2225b6ccb4db63fc8906b71d230ce02186af32a2a837b40e61fbb7ca5c5808623305b7cd9679b5f0f2dda1b90dee28]]

2:04-cv-3104 Notice will be electronically mailed to:

Bobby Donnell bdonnell@xyzlawfirm.com,

2:04-cv-3104 Notice will be delivered by other means to:

John Q. Attorney
123 E. MAIN ST
SALT LAKE CITY, UT 84101

- The screen depicted above provides confirmation that (i) ECF has registered your transaction, and (ii) the document you filed is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on your browser Toolbar to print the ECF document receipt.
- Select **[File]** on the your browser menu bar, and choose **Save Frame As...** from the pull-down window to save the receipt to a file on the hard drive of your computer.

Note: The Notice of Electronic Filing confirms the representations made in the Certificate of Service in your document. The Court strongly urges you to save your copy of the Notice of Electronic Filing in your filing system.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who are ***not*** in the Court's ECF e-mail directory and who will ***not*** be electronically notified of the filing. It is your responsibility as the document ***filer*** to serve hard copies of the document ***and*** the **Notice of Electronic Filing** on all non E-Filing attorneys and pro se parties to the case.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the case docket to verify that the document was properly docketed. The Court strongly urges you to save the **Notice of Electronic Filing** *and* filed document(s) to your filing system. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to current PACER fees.

<p>Note: The filer is responsible for sending hard copies of the document and Notice of Electronic Filing to attorneys and pro se parties who are not registered E-Filers.</p>
--

Criminal Events Feature

Filing Documents for Criminal Cases

Filing a criminal document requires nine steps:

1. Select the type of document to file (see Attorney Event Menu);
2. Enter the number of the case in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Verify that the case number and caption are correct;
5. Designate the party(ies) filing the document;
6. Specify the PDF file name and location for the document to be filed;
7. Add attachments, if any, to the document being filed;
8. Modify docket text as necessary;
9. Submit the document to ECF; and
10. Receive notification of electronic filing

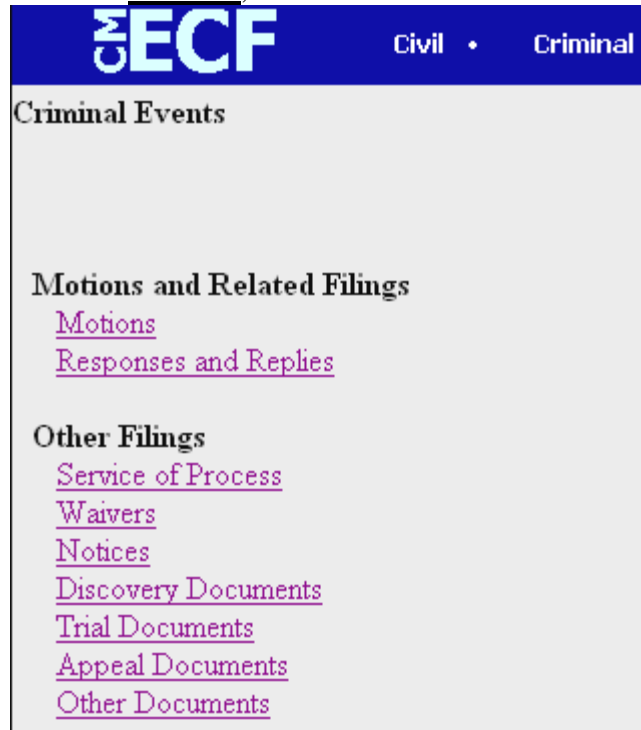
After successfully logging into ECF, follow these steps to file a document.



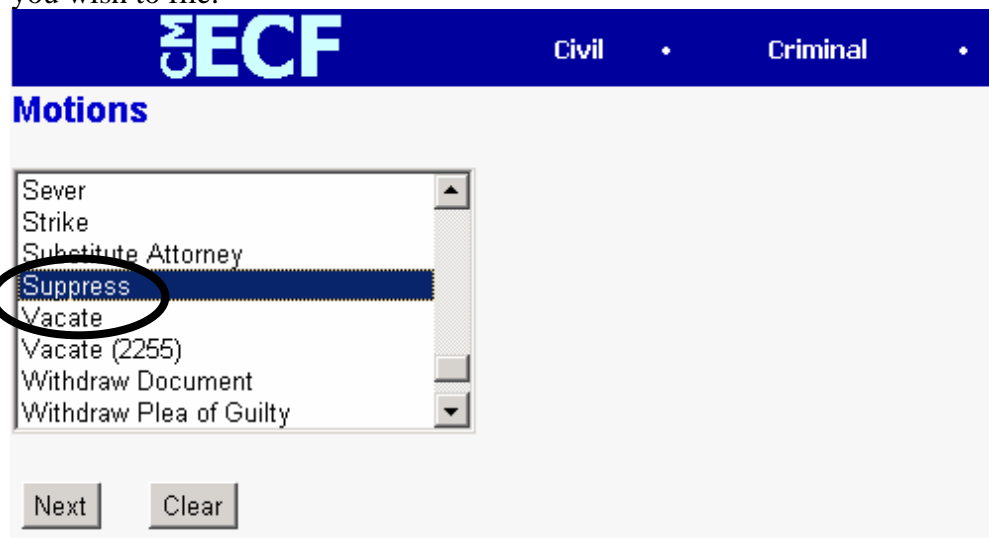
1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens and displays the events from which you may choose for your filing. This section of the User Manual describes how to file a **Motion** in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion-selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Suppress** and click on **[Next]**.

Note: To select more than one motion, press and hold down the **Ctrl** key while you click on each of the desired categories of motions.

2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case in which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header is a section titled "Motions". Under this section is a "Case Number" label above a text input field. The input field contains "02-100". To the right of the input field is a list of accepted formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Note: If, for example, the case number you are working on is 2:03cr105, you could enter the case number in any of the following formats:

03-105

03cr105

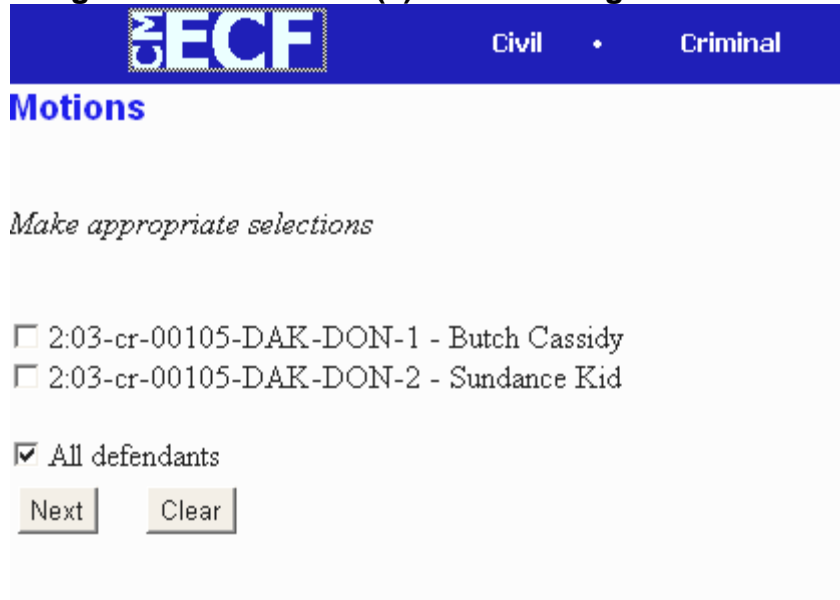
2:03-cr-105

2-03-cr-105

203cr105

- If the number is entered incorrectly, click **[Clear]** to re-enter. If your computer responds that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**

3. Designate the defendant(s) that the filing relates to.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo on the left, and the words "Civil" and "Criminal" separated by a dot in the center. Below the header, the word "Motions" is displayed in blue. Underneath, the text "Make appropriate selections" is shown in italics. There are three checkboxes: the first is unchecked and labeled "2:03-cr-00105-DAK-DON-1 - Butch Cassidy"; the second is unchecked and labeled "2:03-cr-00105-DAK-DON-2 - Sundance Kid"; the third is checked and labeled "All defendants". At the bottom of the selection area are two buttons: "Next" and "Clear".

Click in the boxes to place a check next to the name of each defendant to which your filing relates. If it relates to all defendants in the case, check only the **All Defendants** box, leaving the remaining boxes unchecked. When you have finished selecting defendants, click on [Next].

4. Verify the case number and caption are correct.

The screenshot shows the ECF "Other Documents" page. It has the same blue header as the previous page, with the ECF logo and "Civil • Criminal" text. Below the header, "Other Documents" is written in blue. A text field contains the case number and caption: "2:01-cr-00654-DAK USA v. Chocolate". Below this field are "Next" and "Clear" buttons. Below the "Next" button, the word "Click" is followed by a "Next" button.

5. Designate the party(s) filing the document

ECF Civil • Criminal

Other Documents

[2:01-cr-00654-DAK USA v. Chocolate](#)

Select the filer.

Select the Party:

USA [Plaintiff]
Chocolate, Charles (1) [Defendant]

Next Clear

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.

Linking Documents (Refer to existing event)

Some documents, such as Memoranda, Declarations, and Indexes to Exhibits, should be “linked” to their related documents in the case. This linking ensures that motions reports include all pertinent documents. When linking certain types of documents, you will see the following screen.

ECF Civil • Criminal

Other Documents

[1:04-cv-00008-DAK-DON Grey v. Vanilla](#)

☐ Refer to existing event(s)?

Filed to

Documents to

Next Clear

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer**

to existing event(s)?" then click [Next].

You also have the option of entering filed dates or document numbers if you would like to narrow your search.

Once you click [Next], you are presented with a list of documents that match your search criteria. For this example Motions are the document type to which the current document should link.

ECF Civil • Criminal • Query • R

Other Documents

Select the appropriate event(s) to which your event relates:

☒ 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

☐ 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Click the check-box for the document you wish to link to and click [Next].

6. Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you select and refreshes the screen to display a new **Motions** screen as depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

Note: It is imperative that you attach an electronic version of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from ECF.

ECF

Civil

Criminal

Query

Motions

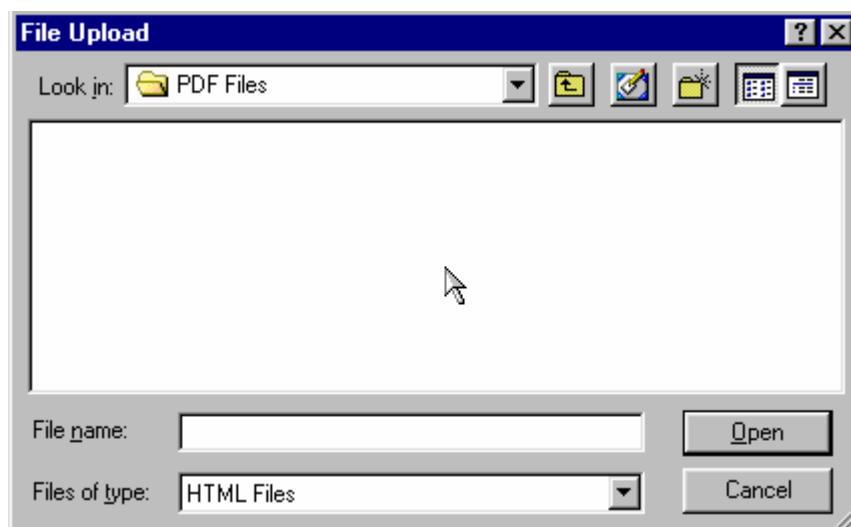
[2:03-cr-00105-DAK-DON USA v. Cassidy et al](#)

Date document filed (mandatory)

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: ☒ No ☐ Yes

- Click on the **[Browse]** button. ECF opens the following screen.



- Change the **Files of type** from:

Files of type:

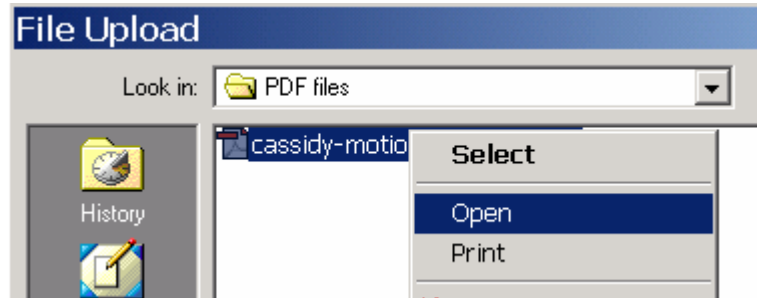
to:

Files of type:

- Then navigate your way to the appropriate directory and file name to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right-mouse click on the highlighted file name to open a **quick menu** and left-mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified that the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF will close the **File Upload** screen and insert the PDF file name and location in the **Motions** screen.

ECF
Civil • Criminal • Query

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\My Documents\PDF files\cassidy-m
Browse...

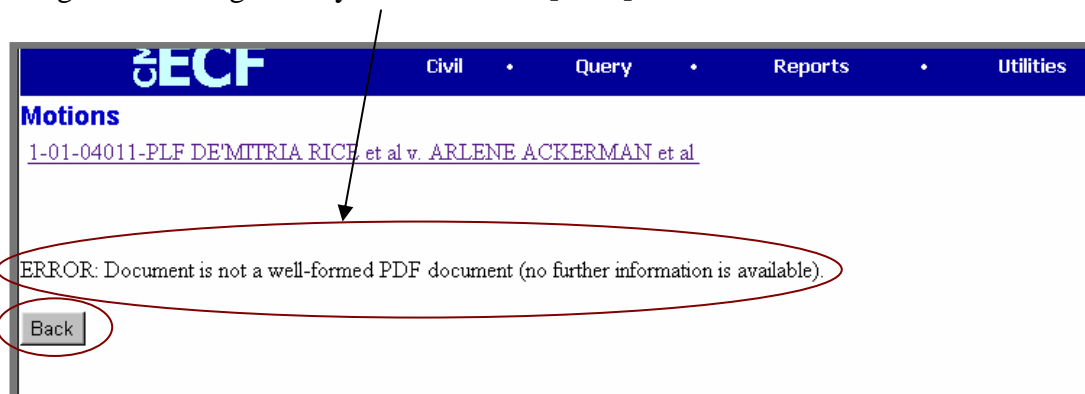
Attachments to Document: ☒ No ☐ Yes

Next
Clear

* If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.

If you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your document that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document, then and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file with your document, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen will appear.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the 'Motions' section header. Underneath, the case number '8:00-cv-00101 Solich v. Stoops' is displayed. The main content area contains instructions: 'Select one or more attachments.' followed by '1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).' There is a 'Filename' label above an empty text input field and a 'Browse...' button. Below this, instruction '2) At your option, select a document type and/or enter a description.' is followed by 'Type' and 'Description' labels above a dropdown menu and a text input field respectively. Instruction '3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.' is followed by an empty list box, 'Add to List' and 'Remove from List' buttons, and a 'Next' button at the bottom.

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF will open a pull-down screen. Highlight the type of attachment from the displayed selection.
- Describe the attachment more fully by clicking in the **Description** box. Type a clear and concise description of the attachment.
- Click on [**Add to List**].

This screenshot shows the same ECF interface as the previous one, but with user input. In the 'Filename' field, the text 'S:\CMECF\cmecf files\Attach1 respons' is entered and circled. The 'Type' dropdown menu is open, showing 'Appendix' selected and circled. The 'Description' field contains the text 'Response to Request' and is also circled. In the list box, the filename 'Attach3 Response to Interrogatories .pdf' has been added and is circled. The 'Add to List' and 'Remove from List' buttons are visible next to the list box.

ECF will add the selected document as an attachment to the document. A new **Motions** screen opens to display the file name of the newly attached document.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on [Next].

When attachments and exhibits are in paper format

Please submit in paper format any attachments and exhibits that (i) cannot be created and printed electronically to a PDF file or (ii) when scanned are greater than 2MB in size. Present the entire document with attachments to the Clerk's Office for handling.

Note: For paper attachments of moderate-length, you may divide them into two or more smaller attachments, then scan and file them electronically.

8. Modify docket text

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Next Clear

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Amended
Ex Parte
Final
Interim
Joint
Supplemental

Click in the open text area to type additional text for the description of the document.

ECF Civil • Criminal • Query • Reports • Utilities


Motions
[2:03-cr-00105-DAK-DON USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

Defendant's MOTION to Suppress evidence retrieved from D by Butch Cassidy , Sundance Kid . (Donnell, Bobby)

Next Clear

9. Submit the document.

- Click on the [Next] button. A new **Motions** window will appear with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  Back button on the Netscape toolbar to find the screen you wish to alter.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Final Text

Amended MOTION to Suppress Evidence retrieved from Defendant's car by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

- Click on the [Next] button to file and docket the document.

Note: The screen depicted above contains the following warning.

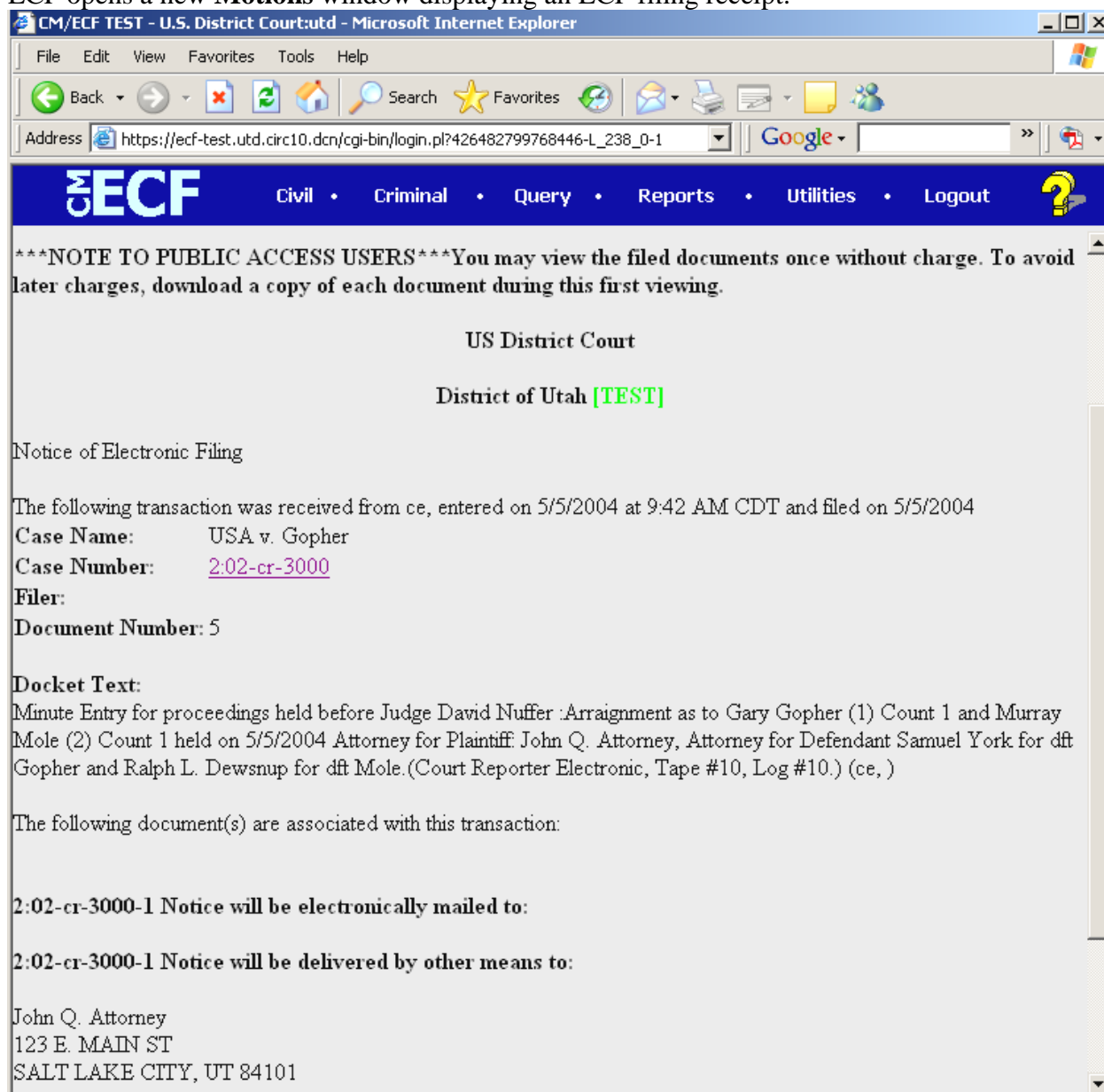
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. If you do so, ECF will reset to the beginning of the process you initially selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.



- The screen depicted above provides confirmation that ECF has registered your transaction and that the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose **Save Frame As...** from the pull-down window to save the receipt to a file on the hard drive of your computer.

Note: The Notice of Electronic Filing confirms the representations made in the Certificate of Service in your document. The Court strongly urges you to save your copy of the Notice of Electronic Filing in your filing system.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the ***filer's*** responsibility to serve, either by mail or delivery, hard copies of the document ***and*** the **Notice of Electronic Filing** on all attorneys and pro se parties of record who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing (NEF)** to the designated attorneys E-mail addresses. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **NEF**. The filer also is permitted one free look at the document. The Court strongly urges you to save the **NEF** *and* documents in your file system for future access. One way the NEF may be saved is by using the 'Print to PDF' feature under the File, Print option in your browser, or comparable menu options in your email package. Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: The filer is responsible for sending hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who are not registered E-Filers.

Add/Create a New Party

If the party you represent is not listed in the "Select a Party", you should file that document with the court, either by email in pdf format, or in hard copy. Attorneys will not be allowed to add parties.



CM/ECF Civil • Criminal • Query • Reports • Utilities

Answers to Complaints

[1:04-cv-00008-DAK-DON Grey v. Vanilla](#)

Any document that requires new parties to be added to the case **MUST** be filed with the court.
DO NOT ADD PARTIES

Next Clear

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for

specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF will permit you to query the ECF database.

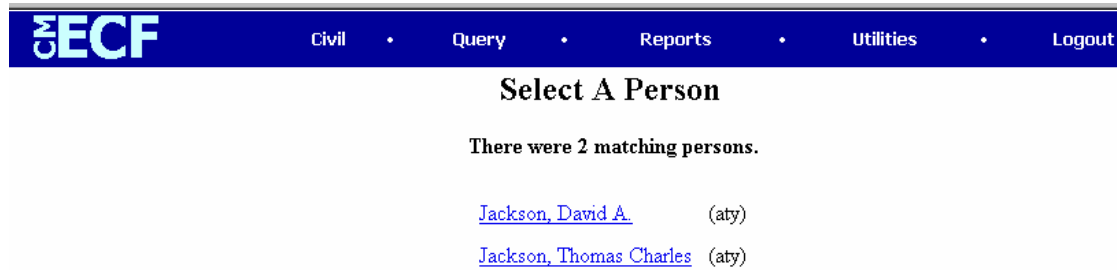
Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Please note that you will be charged a fee of \$.08 per page to access and download documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF will open the query screen depicted in Figure B on the next page.

The image shows the 'Query' screen of the ECF system. At the top is a blue header bar with the 'ECF' logo and a menu: 'Civil • Criminal • Query • Reports • Utilities • Logout'. A yellow question mark icon is on the right. Below the header, the word 'Query' is written in large blue font. The main area is a light yellow box titled 'Search Clues'. Inside this box, there are several search fields: 'Case Number' with a text input containing '00-101' and a note '(Examples: 99-500, 1:99cv500)', 'Def Number' with an empty text input, 'Filed Date' with two empty date inputs separated by 'to', 'Last Entry Date' with two empty date inputs separated by 'to', 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)', 'Last Name' with a text input and a note '(Examples: Desoto, Des*t)', 'First Name' with a text input, 'Middle Name' with a text input, and 'Type' with a dropdown menu. Below these fields are two buttons: 'Run Query' and 'Clear'.

You may query the ECF database either by (i) the name of a party or (ii) an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

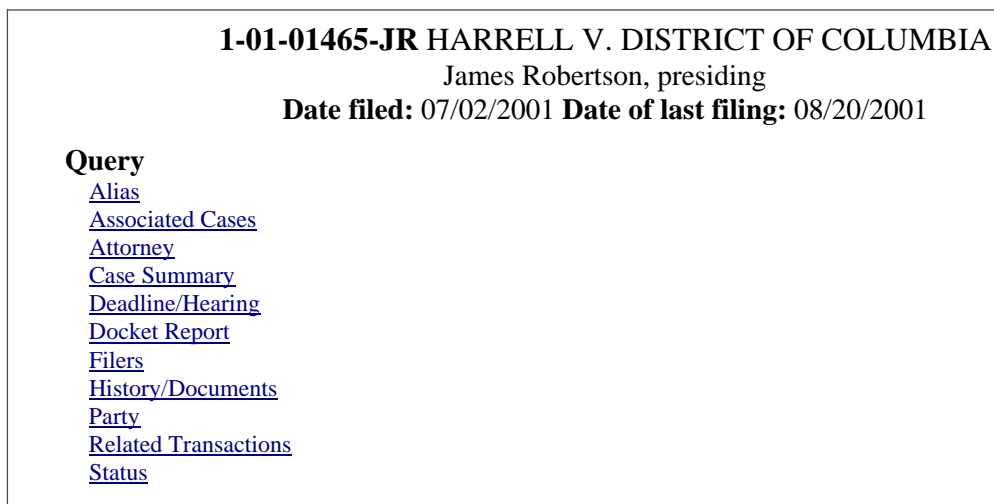
Figure A



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, you should use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meets those criteria, you will see a screen similar to the one in Figure A, but it will list multiple case numbers.

Figure B



At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

1:04-cv-00008-DAK-DON Grey v. Vanilla		
Dale A. Kimball, presiding		
Date filed: 04/16/2004 Date of last filing: 01/20/2005		
Case Summary		
Office: Northern	Filed: 04/16/2004	
Jury Demand: Plaintiff	Demand: \$1000000	
Nature of Suit: 550	Cause: 42:1983 Prisoner Civil Rights	
Jurisdiction: Federal Question	Disposition:	
County: Salt Lake	Terminated:	
Origin: 1	Reopened:	
Lead Case:	None	
Related Case:	None	Other Court Case: None
Def Custody Status:		
Flags: (b)(1)(B), JURY, MAG, NOIPT, PRISONER		
Plaintiff Earl Grey		

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen.

Deadlines/Hearings





Sort by	Due/Set	Document Number
		Deadline/Hearing
		Filed
		Due/Set
		Satisfied
		Terminated
Run Query		Clear

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 Date of last filing: 08/20/2001


Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	 Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	 Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	 Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	 Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	 Answer due <i>from DC</i>	07/02/2001	07/23/2001	08/06/2001	

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing. If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

 Civil • Criminal

Docket Sheet

Case number

☒ Filed to

☐ Entered to

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ Include Caption

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

04/21/2004	3	COMPLAINT against Vera Vanilla Fee Status: IFP. Assigned to Judge Dee Benson, filed by Earl Grey. (rak,) (Entered: 04/21/2004)
04/21/2004	4	Judge Dale A. Kimball added. Judge Dee Benson no longer assigned to case. (rak,) (Entered: 04/21/2004)
04/21/2004	4	RETURN OF SERVICE OF FORFEITURE Complaint/Warrant/Notice of Seizure served on 04/20/04 filed by Notice Party Sarah Strawberry. Claim due by 5/4/2004. (rak,) (Entered: 04/21/2004)
04/21/2004	5	DISCLOSURE STATEMENT under FRCP 7.1 filed by Plaintiff Earl Grey. (rak,) (Entered: 04/21/2004)
04/21/2004	6	ORDER OF TRIAL INSTRUCTIONS re: Preparation of Jury Instructions, Verdict Form, Motions in Limine and Requests for Voir Dire Examination. Signed by Judge David Sam on 04/20/04. (rak,) (Entered: 04/21/2004)

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

ECF

Civil • Query • Reports • Utilities

History/Documents

☒ All events (history)

☐ Only events with documents

☒ Display docket text

Sort by: Most recent date first

Oldest date first

Most recent date first

Run Query Clear

After making your selections, click on the **[Run Query]** button. ECF will query the database and build your report. A portion of a **History/Documents** report is shown below. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA James Robertson, presiding Date filed: 07/02/2001 Date of last filing: 08/20/2001					
History					
Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
<u>6</u>	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcstmtX	34
Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)					
<u>7</u>	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
<u>7</u>	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT,)					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25



You may view **Court Calendar Events** for a case without logging into PACER. If you select **any of the other reports** from the screen depicted in Figure 25, ECF will ask you to login to PACER.

Emails Sent

Click on the **Emails Sent** hyperlink in Figure 25

You then may select any date, and see copies of all Notices of Electronic Filing sent to you on that date.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF will open the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. At the top is a blue header with the ECF logo on the left, and 'Civil' and 'Criminal' tabs on the right. Below the header, the title 'Docket Sheet' is displayed. The form contains several input fields and checkboxes. The 'Case number' field is pre-filled with '99-700'. Below it are radio buttons for 'Filed' (selected) and 'Entered', each followed by a date range input field. There is also a 'Documents' field with a date range input. Checkboxes for 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked) are present. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are 'Run Report' and 'Clear' buttons.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 46). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Civil Cases Report

Office	Case type	Nature of suit	Case flags	Cause
4 Lincoln 7 North Platte	Civil Miscellaneous	0 (zero) 110 (Insurance)	2255MOTION AOFORM	0 (No cause code entered) 02:0431 (02:431 Fed. Election...)
Filed 9/23/2002 to 10/23/2002				
Terminal digit(s) 2, 4, 7		<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases		
Sort by Case Number				
Run Report		Clear		

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. When you login to **PACER**, ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a **Nature of Suit** or **Cause Code**, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court between 9/23/2002 and 10/23/2002.

ECF					Civil	Criminal	Query	Reports	Utilities	Logout	?
Civil Cases Report											
US District Court -- District of Utah [TEST]											
Filed Report Period: 12/01/2003 - 04/02/2004											
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes							
2:02-cv-00555-TC RDI Construction	Filed: 12/19/2003		105	Cause: 05:75(2) Contract - Reduction in Grade NOS: Miller Act Office: Central Presider: Tena Campbell							
2:03-cv-00995-TS Nu Skin International v. Thane International	Filed: 12/30/2003		94	Cause: 15:1051 Trademark Infringement NOS: Trademark Office: Central Presider: Ted Stewart							
2:03-cv-02000-DS Koegler v. Koegler	Reopened: 02/18/2004		44	Cause: 28:1331 Fed. Question: Breach of Contract NOS: Contract: Other Office: Central Presider: David Sam Case Flags: JURY DEATH PENALTY HABEAS PRISONER NO IPT							
2:03-cv-04000-TC	Filed: 12/16/2003		108	Cause: 42:205 Denial Social Security Benefits							

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for you as a registered user to maintain portions of your PACER account, check mailing information for a case and view all of your ECF transactions.



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your PACER account with the Court and to view a log of all your transactions within ECF.

IF YOU HAVE A NEW ADDRESS, PLEASE CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS.

ECF will e-mail to attorneys and parties their **Notices of Electronic Filing** based upon the information provided. If there are additional persons you would like ECF to notify regarding newly filed case documents, you should contact the clerk's office.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsakdf. Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

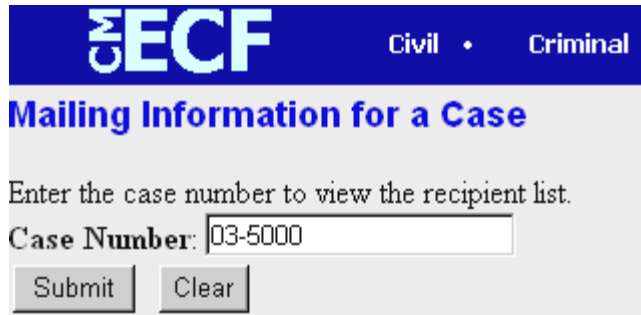
Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Mailings

The Mailings hyperlink opens a new screen to allow you to see Mailing Information for a Case (to help prepare certificates of service), or print Mailing Labels for a Case.

To view the recipient list for a case, click on **Mailing Information for a Case**, enter the case number and click [Submit].



Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

John Doe Attorney 1

Donna Moss

350 S Main Room 150
Salt Lake City, UT 84101

Those Attorneys who are not listed as E-Filers or are on the Manual Notice List will require manual noticing.

Miscellaneous

ECF provides two other **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit the system by logging out.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.

Additional Information Regarding ECF

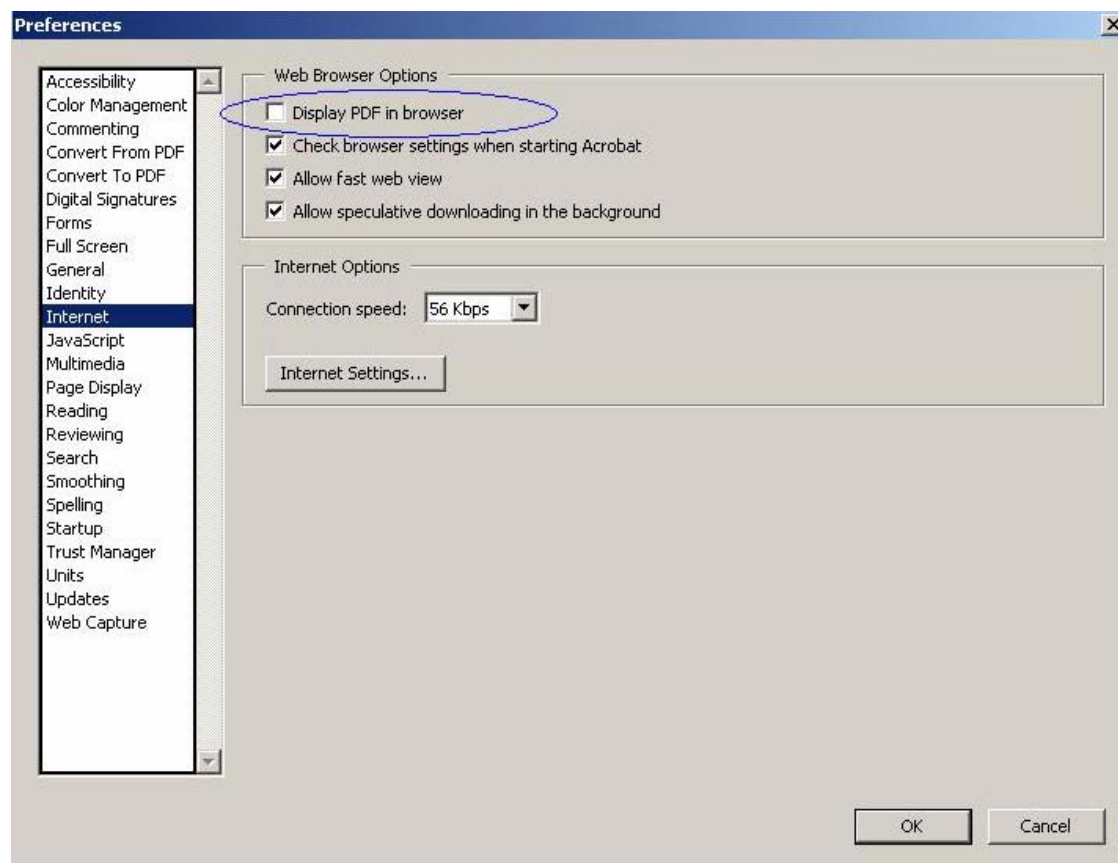
Sealed Documents

Continue to file sealed documents in hard copy by mail or in person at the Office of the Clerk, 150 U.S. Courthouse, 350 South Main Street, Salt Lake City, Utah 84101 in accordance with the existing practices and procedures for conventional filing.

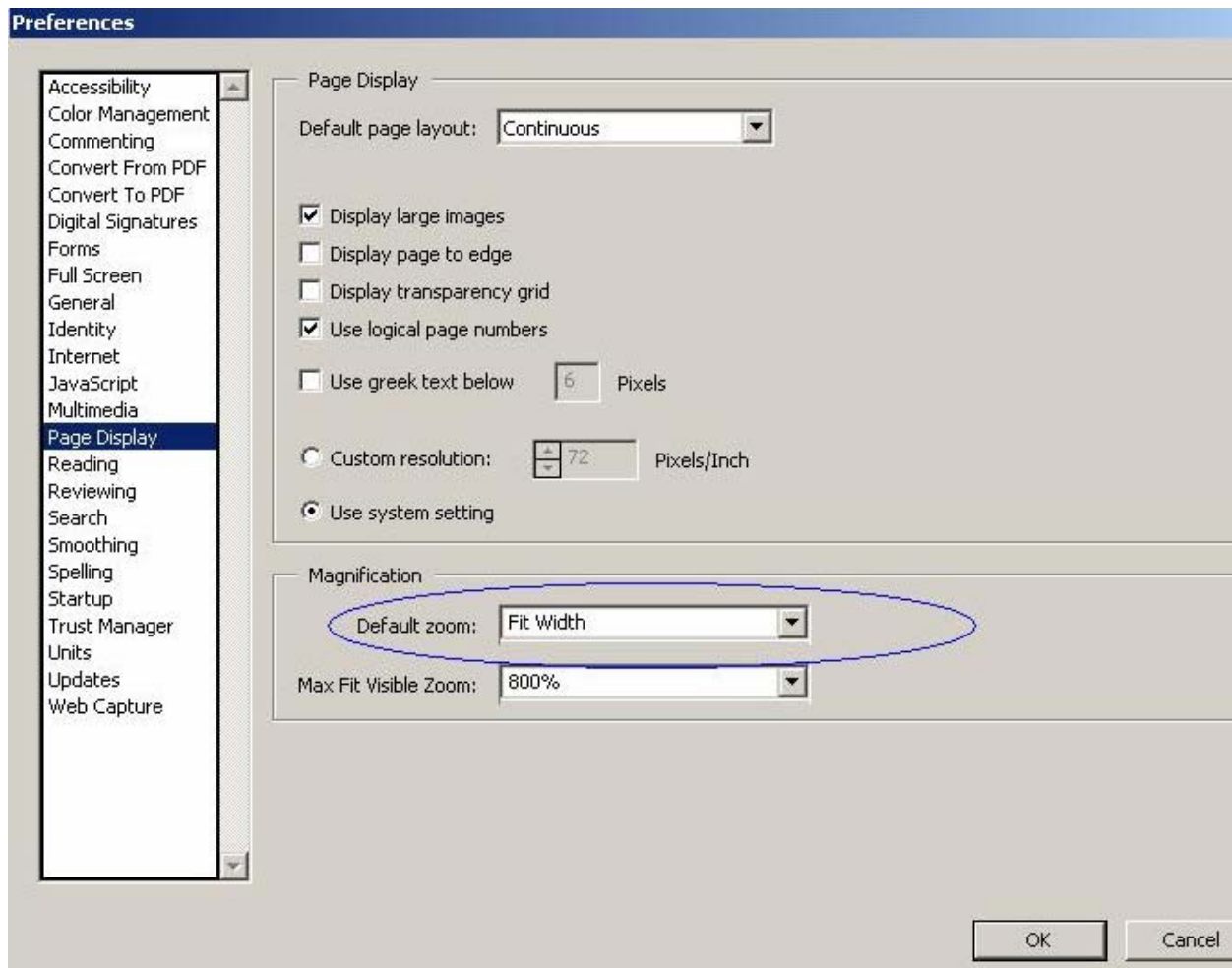
Appendix A – Setting Adobe Acrobat Preferences

To set Adobe Acrobat preferences to open a full page of a document in a window and to make Acrobat open a new window and NOT open inside the web browser:

In Adobe Acrobat 6, under Edit, Preferences, Internet - uncheck the 'Display PDF in Browser' setting. This provides more screen area to read the document, and is a matter of personal preference. (In Acrobat 5, it is under Edit, Preferences, Options.)



To set the default viewing area, in Adobe Acrobat 6, under Edit, Preferences, Page Display – Select ‘Fit Width’ under the Default Zoom drop-down box. This will help to make the document more easily readable on a computer monitor.



Appendix B – Troubleshooting

Telephone Support

PACER Service Center (PSC) does offer some CM/ECF technical support. Examples of the types of issues the PSC will handle are: browser issues; troubleshooting connection issues; providing information on installing and using Adobe Acrobat; providing information on creating documents using Adobe Writer; helping users while navigating the CM/ECF sites; informing users about chargeable items; and providing assistance changing attorney's personal information (i.e. email address or mailing address). There are issues that the PSC is unable to assist with such as obtaining a filing login and password or procedural questions, or when a court does not provide access to changing the attorney's personal information, those customers will be referred to the court.

The PACER Service Center hours are 8:00am to 5:00pm Monday - Friday CST. (800) 676-6856, (210) 301-6440